



Seminaarinmäki

Rescue Plan



Seminaarinmäki rescue plan

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1 Introduction

The drafting, upkeep and communication of the rescue plan are based on the requirement of the Rescue Act (379/2011). In this rescue plan, there is an account:

1. for the conclusions of the assessment of hazards and risks;
2. for the safety arrangements of the building and the premises used in the operations;
3. regarding the instructions to be given to people for the prevention of accidents and acting in accident and danger situations;
4. other possible actions for independent preparation at the location. (Rescue Act 379/2011, Section 15))

The rescue plan must be kept up to date and it must be communicated in the necessary way to the persons in the relevant building or other site. (Government Decree on Rescue Action 407/2011, Section 2.)

There are also other requirements for safety in the Rescue Act; the most important of these are: The owner and holder of the building and the operator must, for their part take care that the building, structure and its surroundings are kept in such condition that:

1. the risk of the starting, intentional starting and spreading of a fire is slight;
2. the people in the building can vacate the building in the event of fire or other sudden danger situation or they can be rescued in another way;
3. rescue operations are possible in the event of fire or another accident;
4. the safety of rescue personnel has been taken into account. (Rescue Act 379/2011, Section 9))

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

1. extinguishing, rescue and prevention equipment;
2. devices that facilitate extinguishing and rescue work;
3. fire detection, alarm and other devices signalling the risk of an accident;
4. the lighting and signs of the exit routes;
5. the equipment and devices of the civil defence shelters (Rescue Act 379/2011, Section 12))

The owner and holder of the building and the operator must, for their part:

1. the starting of fires is to be prevented, as well as the arising of other hazardous situations;
2. the protection of persons, property and the surroundings in danger situations is to be prepared for;
3. the extinguishing of fires, and other such rescue measures that they are able to do independently, are to be prepared for;
4. start action for securing safe exit from fires and other danger situations, as well as action for



making rescue operations easier. (Rescue Act 379/2011, Section 14))

2 Basic property information

Kaksi puukerrostaloa, joissa neljä kerrosta. Asunnot ovat yksiöitä ja kaksioita. Tekniset tilat löytyvät isomman A-talon takaseinältä. Molemmissa taloissa on omat sähköpääkeskukset. Ilmanvaihtokonehuoneet ovat 4. kerroksessa.



Area picture

2.1 Basic information

Property name	Seminaarinmäki
Building address	Hämeenkatu 8 40100 JYVÄSKYLÄ
Number of apartments	103
Building type	Apartment building
Number of floors	4
Year of construction of the property	2018
Property owner	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 http://www.koas.fi/
Housing management office	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 http://www.koas.fi/



2.2 Organisation

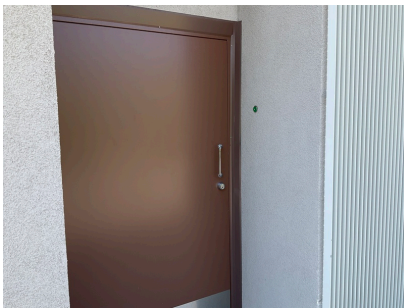
Superintendent	Matti Paananen Koas phone 044 7504214 matti.paananen@koas.fi
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2.3 Other information

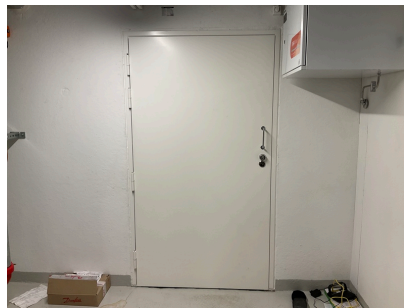
The site falls within the area of the following rescue service: Central Finland.

Heating type	District heating
Main water shutoff	A-talon takaseinustalla teknisissä tiloissa
Heat distribution room	A-talon takaseinustalla teknisissä tiloissa
Electricity switchboard	A-talon takaseinustalla teknisissä tiloissa, B-talossa Loungessa keittiössä.
Ventilation device	B-talossa kellarissa siivoushuoneessa ja 4. kerroksen portaiden yläpäässä A- ja B-taloissa
Air ventilation emergency stop	Staircase
Maintenance	Sulun Kiinteistönhoito Oy phone 010 8209300 service 010 8209330
Gathering area	Jalkakäytävä Hämeenkadun varrella

Key storage lock box	Palokunnan putkilukot teknisten tilojen oven vieressä, sekä teknisissä tiloissa. Yksi putkilukko A-talon ulkoportaiden seinustalla. Yksi putkilukko pihavaraston oven vieressä.
Back-up gathering area	The authority will define when necessary
Number of civil defence shelters	1
Location of civil defence shelter VSS1	B-talon irtaimistovarastossa. Käynti joko B- talon aulasta portaat alas tai sisäpihalta Loungen ohi



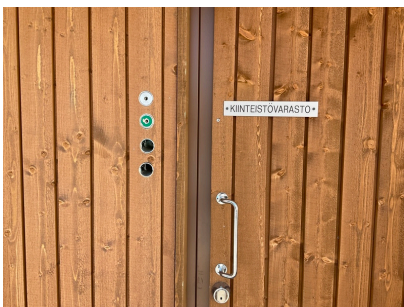
A-talon sivustan putkilukko



A-talon sähköpääkeskuksen ovi teknisessä tilassa



B-talon sähköpääkeskuksen ovi



Kiinteistön pihavaraston putkilukko



Main water shutoff



Teknisten tilojen sisäänkäynti ja palokunnan putkilukko sekä syöttöliitin



3 Division of responsibility

Party	Area of responsibility
Property management	Responsible for the management of the entire property, managing maintenance contracts and equivalent matters, addressing reported security or other breaches or assigning them to other parties. The manager is the contact person for regulatory control and other such matters and participates in e.g. fire inspection rounds
Property maintenance	Responsible for the technical systems and security devices on the property, management of the yard area, necessary snow clearing etc. The maintenance person observes any issues while moving around the property and manages them on their own or reports the issue to the manager.
Resident	The resident is responsible for their own living area and storage booth as well as their movables and operations in the company. The property systems or fixed structures on the residents' premises are managed by the maintenance company.
Normal information flow in terms of deficiencies: Resident--- Maintenance company --- Management	

The residents can report the safety observations or other deficiencies to the maintenance or the property management by phone or by e-mail, the necessary contact information can be found e.g. in the "Organisation" chapter of this plan.



4 Important phone numbers

4.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Sulun Kiinteistönhoito Oy	010 8209300	010 8209330
Lift maintenance	OTIS		0800 168111

4.2 Other important numbers

Operator	Telephone number	Duty hours
Public emergency numbers	112	24 h
Poison information centre	0800 147 111	24 h



5 Hazardous situations and their effects

Hazard is an object or condition that can cause harm or an adverse effect on someone or something.

Risk is an evaluation of harm based on a combination of probability and severity.

Risk and probability	Reasons for occurrence	Consequence
Arson (unlikely)	Waste station, vehicles, items placed along the building exterior wall, any excess items placed in the stair enclosure	Property damage, risk of personal injury
Fire (possible)	Open fire, candles, smoking, electrical equipment, electrical distribution rooms and installations, vehicles, hot work, cooking	Personal injuries and property damages
Malicious damage, vandalism (unlikely)	Lack of lighting, exterior door or other door to a common area left open	
Accident (possible)	Construction site around the property, slippery conditions, lack of protective equipment, snow falling from the roof, accident at work, cuts/burns at the restaurant, getting injured in the gym area, falling down/slipping in the sauna/shower room	Disruption of activities, Personal injuries
Water damage (possible)	Shortcomings in maintenance/supervision, freezing, blockage, equipment failure, a storm	Costs, Disruption of activities, Interruption of activities



Risk and probability	Reasons for occurrence	Consequence
Gas-related hazard (unlikely)	Transport of dangerous goods to nearby areas, fire incident in a nearby area	Lightning strike, storm, equipment malfunction, neglect of maintenance
Traffic accident (possible)	Heavy traffic due to construction sites, traffic in the nearby area, traffic in the yard area	
Violence (unlikely)	Customer, outside person	
Exposure to radiation (exceptional circumstances)	Radiation accident	Taking cover indoors
Theft (unlikely)	Exterior door or other door to a common area left open, opening the door to a stranger	Property damage. Risk of personal injury.
Accident (possible)	In the wintertime, slippery conditions, snow or ice falling from the roof, falling down in the staircase/common area/own flat	
Radiation danger (exceptional situation)	Radiation accident	Taking cover indoors
Water damage (possible)	Shortcomings in maintenance/supervision, freezing, blockage, equipment failure, a storm	



Risk and probability	Reasons for occurrence	Consequence
Accident (possible)	Construction site around the property, slippery conditions, lack of protective equipment, snow falling from the roof, accident at work, cuts/burns at the restaurant, getting injured in the gym area, falling down/slipping in the sauna/shower room	Disruption of activities, Personal injuries
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Violence (unlikely)	Customer, outside person	
Exposure to radiation (exceptional circumstances)	Radiation accident	Taking cover indoors
Gas-related hazard (unlikely)	Transport of dangerous goods to nearby areas, fire incident in a nearby area	Taking cover indoors



Risk and probability	Reasons for occurrence	Consequence
Power outage (possible)	Lightning, storm, equipment failure	Equipment breakdown
Traffic accident (possible)	Traffic in a nearby area, traffic in the yard area	
Säteilyvaara (poikkeustilanne)	Säteilyonnettomuus	Suojautuminen sisätiloihin
Radiation hazard (unlikely)	Radiation accident	Taking cover indoors

6 Safety procedures

6.1 Extinguishing equipment

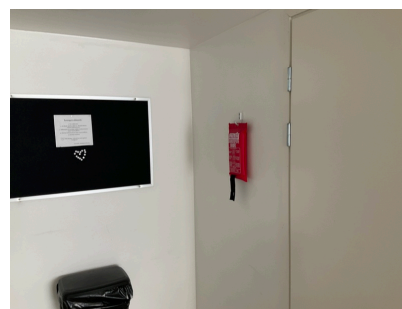
Location	Extinguishing equipment	Description
B-talon Lounge	Fire blanket	
Kerroskäytävät ja tekninen tila	Fire extinguisher	Käytävillä 6kg ABC-jauhe. Teknisessä tilassa 5kg CO2



5kg CO2-sammutin teknisissä tiloissa sekä palokunnan putkilukko



Kerroksien 6kg ABC-jauhe-sammuttimet



Loungen sammutuspeite B-talossa

Hand-held fire extinguishers should be inspected:

- at least yearly when the extinguisher is subjected to factors affecting its operational ability, such as moisture, vibration or fluctuations in temperature (outdoor areas)
- at least once every two years (indoor areas)

6.2 Safety equipment

Sprinkler equipment

The sprinkler system is an automatic fire extinguishing system which starts extinguishing a fire by spraying water at the location of the fire and, at the same time, passes on a fire alert to the emergency centre. The functioning of the equipment is based on the principle that when the temperature exceeds a certain level, the capsule of the sprinkler breaks and water is released to flow through the sprinkler.

The sprinkler equipment is maintained according to the maintenance plan. The equipment is tested monthly and inspected every other year.

Sprinkler system

Description	<p>Rakennukset ovat varustettu automaattisella sammutuslaitteistolla. Myös porrashuone sprinklataan. Piharakennusta ei varusteta automaattisella sammutuslaitteistolla.</p> <p>Rakennuksia ei ole varustettu varsinaisella kaikkia tiloja kattavalla paloilmoinjärjestelmällä. Sprinklerikeskukseen sijoitetaan paloilmoin ja lisäksi kerroskohtaisesti sprinklerit lauetessaan antavat automaattisesti ilmoituksen pelastuslaitokselle</p>
Location of centre	A-talon takaseinustalla teknisissä tiloissa
Coverage	A- ja B-talo



Sprinklerikeskus teknisissä tiloissa



Sprinklerisuutin

Smoke extraction

The purpose of smoke ventilation is to remove fire gases, smoke and heat from the premises. The smoke ventilation equipment must be maintained and tested regularly according to the user maintenance instructions. The smoke ventilation equipment may only be used by the rescue services.



Smoke removal machine

Description	<p>Kellarin vss/irtainvarastoista savunpoisto painovoimaisesti väestönsuojan hätäpoistumis-/ varatieluukkujen kautta. Korvausilma otetaan painovoimaisesti pelastuslaitoksen hyökkäysreittinäkin toimivan ulko-oven ja käytävän kautta.</p> <p>Irtainvarastoista savunpoisto koneellisesti. Muissa kellareiden tiloissa savutuuletus ovien ja kiintopainikkeellisten ikkunoiden kautta.</p> <p>Asuinhuoneistojen savutuuletus tapahtuu painovoimaisesti kiintopainikkeellisten ikkunoiden kautta palokunnan toimesta.</p> <p>Lämpimien porrashuoneiden yläosissa vähintään 1 m2 savunpoistoluukut tai –ikkunat. Porrashuoneiden savunpoiston ohjauspainikkeet ovat kyseisen porrashuoneen sisääntulokerroksessa sisäänkäynnin yhteydessä. Kullakin savunpoistoluukulla on oma ohjauspainike. Korvausilma otetaan manuaalisesti avattavien ulko-ovien kautta.</p> <p>Kerroksittain kerroskäytävissä 1 m2 savunpoistoikkunat käytävän molemmissa päissä. Palokunta huolehtii tarvittaessa savunpoiston tehostamisesta. Kerroskäytävän savunpoiston ohjauspainikkeet ovat kyseisen porrashuoneen sisääntulokerroksessa sisäänkäynnin yhteydessä. Kullakin savunpoistoikkunalla on oma ohjauspainikkeensa.</p> <p>Rakennusten neljännen kerroksen pienen (6,0 m2) IV-konehuoneen savutuuletus palokunnan toimin oven kautta porrashuoneen puolelle ja siitä edelleen aivan vieressä olevan savunpoisto ikkunan kautta ulos rakennuksesta.</p>
Location of centre	A- ja B-talon 1. kerroksen ulko-oven porrasaula ilmoitustaulun edessä.
Smoke removal activation	A- ja B-talossa 1. kerroksen savunpoistokeskukselta.



Porraskäytävän savunpoistoikkuna



Savunpoistoikkuna käytävällä

Ventilation emergency stop

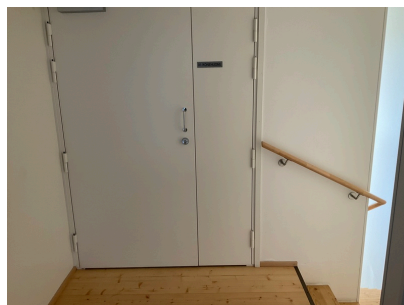
If the building is subjected to an external danger, such as fire gases from an adjacent building, the ventilation must be shut off. In such a case, the rescue authorities usually issue an emergency warning, providing additional instructions, such as to turn off ventilation systems.

Air ventilation can be stopped by anyone.

Ventilation emergency stop: Staircase



A-talon ilmanvaihtokonehuoneen sisäänkäynti 4. kerroksessa portaista vasemmalla



B-talon ilmanvaihtokonehuoneen sisäänkäynti 4. kerroksessa portaista oikealla



B-talon kellarin ilmanvaihtokonehuone

6.3 Fire safety

Smoke detector

The purpose of fire alarms is to alert of any imminent fire. This will enable measures to extinguish the fire, warn others and take rescue measures.

Smoke detector

Description	Verkkovirtaan kytketyt palovaroittimet asunnoissa ja yhteisissä tiloissa. Järjestelmä hälyttää paikallisesti (ei ole yhteydessä hätäkeskukseen). Hälyttää kiinteistöhuoltoon ellei hälytystä kuitata viidessä minuutissa.
Location of centre	A- ja B-talon 1. kerroksen ulko-oven porrasaula ilmoitustaulun edessä.
Coverage	A- ja B-talot
System model	Mains
Type of alarm	Localised alarm



A- ja B-talon savunpoistokeskus, palovaroitinkeskus sekä ilmanvaihdon hätäseispainike



Palohälytyksen kuittaus ja paloilmoinpainike



Paloilmaisin

Smoke alarm system

The site has a smoke detector system. When the fire alarm is triggered at the site, the fire alarm is cancelled using the fire alarm cancellation buttons found on the walls. The instructions on how to cancel a fire alarm are posted next to the buttons. If the alarm is not cancelled within five minutes, an alert will be sent to property maintenance. Note: If you are not sure what triggered the fire alarm, call and ask property maintenance to the site immediately. The detectors have a sounder base.

How the system functions:

If a fire alarm is triggered in the common areas (the stairwells, recreational facilities, saunas, laundry rooms, etc.),



- > all the fire alarm sounders in the common areas will be activated at the same time
- > The sounders in the apartments will not be activated.
- > An alert will be sent to the maintenance company five (5) minutes after the sounder is activated
 - If an alarm is triggered in an apartment:
- > The apartment's fire alarm sounder will be activated.
- > The fire alarm bells in the corridor will not be activated, regardless of the time.
- > An alert will be sent to the maintenance company five (5) minutes after the fire started, unless a resident cancels the fire alarm.

If smoke enters the stairwells and is detected by a hallway smoke detector, all the fire alarm sounders in the common areas will be activated.

Rescue route

The rescue way is a drive way, which the rescue department's vehicles can use in emergency situations to reach to within close proximity of the building.

- It is not permitted to park cars, pile up snow, set up lampposts, plant vegetation, or do, leave, or set up anything else that might block traffic on the rescue way.
- Escape routes must be indicated with a text sign in accordance with Ministry of the Interior decree no. 468 of 2003.
- A rescue way sign is not used if the rescue way is not marked in the building's construction permits.
- Please contact rescue authorities for advice on any escape route questions.

Rescue route

Location	Hämeenkadulta sisäpihalle tai talojen sivuun parkkialueelle
Description	Nostopaikat talojen edustoilla Ambulanssireitti sisäpihalle Pelastustie. Nostolava-auton ajoväylä 3.5 m leveä ja toiminta-alue 4.3 m leveä. Pidettävä puhtaana lumesta ja vapaana autoista Ambulanssireitti. Ajoväylän leveys 3 m. Pidettävä puhtaana lumesta ja vapaana autoista.



Ambulanssien sisäänajo sisäpihalle



Pelastustie ja nostopaikat



Pelastustien sisäänajo Hämeenkadun päästä talojen seinustalle

Emergency exit routes

The principle of exit safety is that all spaces of the building must have at least two exit routes at all times, which do not require keys or other tools to open the doors. Exiting must also be possible to do in the dark, which is why the exit routes must be clear at all times. Because the property has 4 floors, the window shall serve as an emergency exit. In this event, the rescue department shall assist in evacuating the building in case of emergency. Objects are not to be stored in front of the exits. (Environment Ministry's regulation of fire safety of buildings.)

Exit ways and doors leading to them must be easily accessible and openable in emergency situations from the inside.

A door can be locked, for example, to prevent trespassing from the outside, but must it must be possible to open it from the inside without a key during the normal use of the building.

Never exit into a smoky stairway.

Hot work

Hot work is defined as work in which sparks arise or in which naked flames or other heat sources are used and may cause a fire hazard. Such work includes e.g. oxyacetylene and arc welding, flame and arc cutting, disc cutting and metal grinding, which create sparks, as well as work involving the use of gas burners, other open fire or combustion air blowers.

Performing hot work at a temporary hot work site always requires a permission granted by a person responsible for the hot work. The hot work permission ensures the actions of the different parties regarding safety and fire protection. The person conducting the hot work must have a hot work licence.

The property manager office grants the hot work permissions.



7 Action guidelines

The following pages contain a guide on accident prevention and on how to act in accident and danger situations. **Read the action guide carefully!**

The correct actions, solutions, and choices prevent and limit accidents. This way accidents can be minimised or they can be prevented altogether.

Safety and security are our shared concern!

7.1 Alerting help

In all urgent emergency situations, whether it be a police, fire department, paramedic, or a social worker case involving an urgent need for help **CALL THE EMERGENCY NUMBER: 112**

Call the emergency number yourself if you can

It is important to make the emergency call yourself, if the matter concerns you. The victim has more knowledge on the situation, based on which the dispatcher can send help accordingly. Using middle-men to make the call can delay getting the right kind of help on site.

Tell what happened

The emergency centre dispatcher will ask the caller about what happened so that they can send the appropriate assistance.

Give the exact address and municipality

The emergency centre might have several same addresses in different municipalities/cities in its service area. Therefore it is also important to know the name of the town/city/municipality where the accident has taken place.

Answer the questions that are asked of you

The questions asked by the dispatcher are important. They do not delay alarming for help. In urgent cases the dispatcher already alerts the authorities and other partners during the call, and gives them more information on what has happened.

Act according to the information given to you

The dispatcher is trained to give instructions in various types of situations. It is important to follow the given instructions. Correct initial actions often play an important role in the end result.

End the call only after you're given permission to do so.

Ending the call too soon may delay the help from arriving. After you are given the permission to end the call, end it. Keep the phone line open. The dispatcher or the help on its way may need additional information on what has happened.



7.2 Sudden illness or accident

Find out what happened

- Has the person fallen or fainted?
- Are there possibly eye witnesses, that can tell you better about what has happened?

Check the person's condition

- Can you wake the person up by talking or shaking?

Check breathing

- If the person doesn't wake up, check breathing: place the back of your hand in front of the patient's mouth and feel if there is air flow.

Make an emergency call.

- Call the number **112**.
- Tell where you are calling from.
- Tell what happened
- Act according to directions.

Give first aid if needed.

- If the person is not breathing, start with first aid.

Turn an unconscious but breathing patient into the recovery position on their side.

Observe the patient.

- If there are changes in the patient's condition before the rescue department arrives, notify them by calling the emergency number **112**, so that the emergency centre can re-evaluate your situation.

Guide the professional help quickly to the patient

- Tell the professional help what has happened and what has been done.

7.3 Fire

Save

- Make an assessment of the situation. Rescue those in immediate danger.
- Be careful not to breathe smoke! Smoke is highly toxic and you can lose consciousness quickly if you breathe it.

Warn

- Warn others in the building about the fire and the threatening danger.
- Direct people to the gathering area.

Alert

- Call the emergency number **112** from a safe location.
- Tell who you are, where the fire is (address and floor), what is on fire, and if there are people



in danger.

- Do not hang up the phone until you are given permission to do so.

Extinguish

- Perform initial extinguishing measures, where possible.
- A grease fire is extinguished by suffocating it with a fire blanket.
- When an electrical appliance is on fire, disconnect power and begin extinguishing the fire.

Limit

- Remove fire sensitive items and flammable liquids.
- Contain the spread of fire and smoke by closing windows and the door as you exit.

Guide

- Direct the rescue personnel to the location or arrange guidance. For example: one person stays to guide on the side of the parking lot and another next to the building.

Using the lift in the event of a fire is strictly forbidden!

In evacuation situations the gathering area is: Jalkakäytävä Hämeenkadun varrella

Back-up gathering area: The authority will define when necessary

7.4 Fire – instructions for situations in which safe exit is impeded

Sometimes a fire in another location prevents exiting from the property safely. In such cases, the best option is to stay where there is no smoke, keeping the doors and other egresses closed.

Stay in the flat and remain calm.

- Do not go to the stairwell.
- In a block of flats, each flat is an individual fire compartment that has been structurally protected against the spreading of fire from one flat to another.
- Jumping from height will have fatal consequences, staying in the flat will not.
- Go on the balcony or to a window and attract someone's attention
 - Call 112 and give them your exact address

Be prepared in case the fire spreads.

- As a precaution, for example, you could run water into the sink.
- If smoke starts coming into the flat from the crack in the door, the letter box or the air vents, apply natural ventilation and stop the leaks with a damp cloth.
- If the door to the flat starts to heat up, cool it down with water.
- If the flames reach the flat windows, move any objects that ignite easily away from the windows.

Follow the instructions given by the authorities.

7.5 Action in the gathering area

Gathering area: Jalkakäytävä Hämeenkadun varrella



Gathering area

When people have left the building and proceeded to the gathering area, one person must be appointed to take responsibility for the activities at the gathering area. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity (the back-up gathering area).

Do not leave the gathering area without the permission of the rescue authorities.

Factors to bear in mind in the gathering area:

- taking care of any possible injured parties
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

Back-up gathering area

Back-up gathering area: The authority will define when necessary

In severe winter conditions or other situations, an additional gathering area may be needed. Authorities will also provide instructions about shelter locations for long-term shelter.

7.6 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. If you know there is a neighbour with reduced mobility, for example handicapped, blind, or elderly, try to secure their safe exit in emergency situations. If you know your neighbour is at home, but you are not able to assist in moving them out, notify the rescue authorities about the



situation as fast as possible.

Work in cooperation with the other residents.

Things to consider when helping people with reduced mobility

- Help a person with reduced mobility to exit, within the limits of your own capabilities.
- Listen to the person you're helping.
- Take care of the person you helped also after getting out.

7.7 Water damage

Action guide

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
 - to the maintenance personnel: Sulun Kiinteistöhoito Oy, phone 010 8209300, service 010 8209330
 - to the housing manager: Matti Paananen, tel. 044 7504214
- Contact the emergency number if needed **112**.
- Main water shutoff: A-talon takaseinustalla teknisissä tiloissa
- Heat distribution room: A-talon takaseinustalla teknisissä tiloissa
- Electricity switchboard: A-talon takaseinustalla teknisissä tiloissa, B-talossa Loungessa keittiössä.

Should there be threat of water outside the building

- Find out what is causing the water threat.
- If there is a leak, try to block it.
- Try to prevent the water from getting into the building.
 - by baggings
 - by using plastic covers
 - by directing the water away from the building
- Call for additional help if needed.

7.8 Under threat of violence

In an unarmed threatening situation, act in the following way.

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot



harm others. After the event, contact the police about the incident if required.

If the threatening person is armed, act in the following way.

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

7.9 Public warning signal

The public warning signal is a one-minute-long ascending and descending tone or a warning announcement by the authorities. The length of the ascending tone is 7 seconds.

The public warning signal means an immediate danger threatening the public. The warning is given in population centres with an outdoor alarm system and with an alarm attached to a vehicle in rural areas.

The All Clear signal is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

Act in the following way after you've heard the public warning signal

- Proceed indoors.
- Stay indoors.
- Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent telephone lines from getting jammed.
- Do not leave the areas unless urged to do so by the authorities, so as not to endanger yourself on the way.

7.10 Gas hazard

Public warning signal in danger situations concerning gas

Additional information on the type of danger can be got from radio and television. The following are usually connected with a gas hazard.

- If you are indoors and can smell gas:



- stay indoors
- the top floors make the best shelter
- place a wet cloth over your mouth and breathe through it
- stay on the upper floors until the danger is over
- do not go into the basement.
- If you are outside when you smell gas but are not able to get indoors:
 - hurry into side wind from underneath the gas cloud
 - try to get as high as possible, for example to the top of a hill
 - press a wet cloth, tuft of grass, turf, or moss in front of your mouth and breathe through it.

Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly. The more airtight you can make the building, the slower the gas can get inside.
- You can also close or tape inside doors and stay in upwind areas. If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.

7.11 Radiation hazard

Radiation situations are monitored with gauges throughout the country. Even the slightest change is detected immediately and notified of. A public warning signal is given upon the threat of radiation.

Go inside

Close doors, windows, ventilation holes, and air conditioning tightly to prevent radioactive substances from getting indoors. The centre and basement of the building are the best places to take shelter.

Iodine tablets

Take an iodine tablet only when the authorities tell you to do so either on the radio or on television. Iodine tablets prevent radioactive iodine from building up in the thyroid gland, but offers no other protection. You should not go outside the facilities to look for iodine tablets when the danger situation is present. You can acquire iodine beforehand from the pharmacy. Each property should have 2 iodine tablets per person.

Protect your food and drinking water

Put the food products that are out into plastic bags or tight containers. The refrigerator, freezer, and tight packages protect against radioactive dust.

Moving outside

If you must go outside, use tight clothing that covers the skin, for example rain gear. Upon coming back inside, take off your clothes in the entry hall and wash up well. Use a respiratory mask, towel, or paper towel to prevent radioactive particles from getting to your lungs.



Additional instructions

You will get additional information from your city's rescue authorities, from broadcast media, and from Yle's (the Finnish Broadcasting Company's) Teletext page 867. You can also find information from the Finnish Radiation and Nuclear Safety Authority's website www.stuk.fi and from the rescue authorities website www.pelastustoimi.fi.

7.12 Blackouts

How to act during a power cut:

- First check the fuses. If they are intact, find out whether the electricity of your neighbour or neighbouring houses is working.
- If the electricity is out from a larger area, the problem is already known and actions to fix it have started. Most electricity suppliers have a taped recording of the malfunction on its fault service number, which will give information on the blackout situation in your area.
- When the electricity comes back but acts unusually, for example the lights burn brighter or dimmer than usual, the reason might be a break in the electricity network's neutral wire. This can result in equipment damage, fire and, in the worst case, the risk of electric shock. In such situations, switch off the electricity from the main switch and call your electricity supplier's fault emergency number.
- When a power cut lasts longer, prepare yourself with warm clothes, especially in the winter, and home storage supplies. Instructions regarding home storage supplies can be found in the appendices.

In the event of a power cut, lifts will stop working. Should you be stuck on a lift due to a power cut or other failure, act as follows:

Contact the lift maintenance emergency line:

- by mobile phone - (OTIS, 0800 168111) or
- the emergency button inside the lift. (This will connect directly to the lift maintenance emergency line.)

When necessary, you can call the general emergency number 112.

7.13 Resident's safety and security guide

EMERGENCY NUMBER AND POLICE 112

MAIN SWITCHBOARD: A-talon takaseinustalla teknisissä tiloissa, B-talossa Loungessa keittiössä.

MAIN WATER SHUTOFF VALVE: \$(main_shutoff)

VENTILATION EMERGENCY SHUTOFF: \$(ventilation_shutoff)

EMERGENCY ASSEMBLY POINT: \$(assembly_point)



CIVIL DEFENCE SHELTER: \$(civil_shelter)

Self-preparedness means preventing accidents, protecting people, property and the environment in dangerous situations, and preparing for accidents. Personal first aid and fire extinguishing skills are good examples of self-preparedness. The provisions on self-preparedness laid down in the Rescue Act apply to us all.

Avoiding accidents is pretty straightforward. Taking immediate action when you detect a dangerous defect or damaged supplies is a good start. Safety defects include a driveway that has not been ploughed, or a broken lamp in the basement. All the defects detected must be reported to the party responsible for correcting the situation, such as the housing manager or the maintenance company.

Home emergency supply kit means food, drink and other supplies and substances essential for survival during a disruption, such as medicine, water containers, back-up lights and a battery radio to last a week if you get isolated from the rest of the world. Everyone should have an emergency supply kit in their home. The supplies also need to be maintained and updated as needed. The content of the home emergency supply kit may vary according to eating habits, for example.

Reporting an emergency is easy. The public emergency number is **112** in Finland and almost all the other countries in the world. The emergency centre that takes your call will tell you what to do no matter what situation you are in. Before dialling the emergency number, if possible, find out the location and seriousness of the accident. It would be best to get the exact address.

Take cover inside to protect yourself from threats outside, such as radioactive radiation and chemicals.

1. Move indoors, stay indoors.
2. Close all openings in the apartment and air vents. If you fail to shut down the apartment's ventilation system, call the maintenance company's on-call number for instructions.
3. Open the radio and calmly wait for instructions.
4. Do not jam the phone lines.
5. Do not go outside unless the authorities tell you to do so, Moving from one location to another may be dangerous.

The general alarm signal is a regularly rising and falling sound lasting for one minute, or a warning issued by the authorities using loudspeakers. When you hear the alarm, follow the instructions for self-preparedness. The rising and falling sound last for seven (7) seconds each. The all clear signal is a continuous sound lasting for one minute. It indicates that the danger or threat has passed.

In case of a fire, here is what you should do:

1st SAVE those in immediate danger. Second WARN others. Third ALARM. Call 112. 4. EXTINGUISH, if you can. 5. CONFINE. Close the windows and doors. 6. GUIDE the authorities to the site.

Duty to rescue applies to everyone. The duty to rescue refers to taking rescue action to the best of one's abilities to avoid the risk of accidents and help accident victims. We also have the duty to assist



the authorities according to their instructions.

Emergency first aid, i.e. the emergency care of a sick or injured person is a life skill that everyone should seek to maintain through regular practice. First aid courses are organised by, for example, the Finnish Red Cross. First aid is administered to help prevent the sick or injured person's condition from deteriorating until trained rescue staff arrive on site. Remember to report the emergency! Learn at least the following skills:

Recovery position should be used when the sick or injured person is unconscious. An unconscious person is breathing but unable to respond to stimuli. The recovery position means rolling the person on their side and gently tilting their head back to open their airway and check that nothing is blocking it. Remember to report the emergency!

Cardiopulmonary resuscitation (CPR) is a technique for keeping the blood flow and oxygen intake of a sick or injured person active until trained rescue staff arrive on site. To perform CPR, give sets of 30 chest compressions and two breaths repeatedly.

7.14 A fire alarm is triggered in the common areas

Smoke detectors have been installed in the common areas of the building. The smoke detectors are meant to warn people inside the property if a fire starts. The smoke detectors **WILL NOT** send an alert to the emergency centre.

If you hear a constant, uninterrupted alarm in the stairwell, it is likely that a fire has started. Here is what you should do:

ALERT YOUR NEIGHBOURS

- be prepared to leave the building if smoke is not yet visible in the stairwell and it is safe to use the exit route

IF THERE IS SMOKE IN THE STAIRWELL OR IN THE OTHER COMMON AREAS, CALL THE EMERGENCY NUMBER 112

- if there is smoke in the stairwell:
 - stay in your apartment
 - close the entry door(s) of your apartment
 - use wet cloth (e.g. towels) to stuff around the cracks in doors
- go to a window or a balcony so that the rescuers can see you, call the emergency number 112 to report the fire and your location

GUIDE THE TRAINED RESCUE STAFF TO THE SITE

It will speed up the rescue operations if you can call property maintenance and get them to arrive on site.



Property maintenance contact details:

- \$(name of property management company)
- \$(on-call number_property maintenance)

IF YOU DO NOT SEE SMOKE, DO NOT REPORT AN EMERGENCY, CHECK THE PREMISES INSTEAD

- if after checking the premises you do not see smoke, the fire alarm can be cancelled using one of the fire alarm cancellation buttons on the walls
 - if the alarm is not cancelled within five minutes, an alert will be sent to property maintenance
 - if it was a false alarm or the alarm was triggered by renovation work, cooking or other reason, there is no need to report an emergency or call the fire department
- if you are not sure what triggered the alarm, call and ask property maintenance to arrive on site immediately



8 Civil defence

The purpose of the civil defence shelter is to protect people from collapses, explosion pressure waves and fragments, gases, radiation and fire. This property has a civil defence shelter. It is recommended that a civil defence shelter have an elected manager and deputy. It is good for the property's shelter's manager to learn how to use the equipment and how to prepare the shelter for use.

In Finland there are enough civil defence shelters for approximately 3.8 million people. Civil defence shelters are found both in domestic and other properties. In addition to shelters in properties, there are also public ones, such as rock shelters. Such civil defence shelters are public, usually the responsibility of the cities and only located in major cities.

Under normal circumstances the shelters are used for various activities, such as sports or storage, or other kinds of useful purposes. A civil defence shelter must however be ready for use within 72 hours should the authorities give an order to prepare it.

With civil defence shelters it is important to protect metal parts from rusting, insulation staying intact, machinery remaining functional, and equipment kept safe in stock.

This property has a civil defence shelter:

Location	Protection grade	Location of equipment
B-talon irtaimistovarastossa. Käynti joko B- talon aulasta portaat alas tai sisäpihalta Loungen ohi	S1	Suojan konehäkissä

The civil defence shelter is in class S1. The civil defence shelter in protection class S1 is a newer shelter, built after 1971. It is possible to stay in this shelter model for long time periods. The shelter has a manually operated or mechanical air intake machinery, equipped with a pre-filter and an activated carbon particle filter.

The authorities provide instructions by radio if it is necessary to move to civil defence shelters and information on which of the public shelters people are to move to. Moving into the civil defence shelters therefore always happens as a result of direction by the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors being sufficient. There are 110,000 spaces altogether in the civil defence shelters of Finland.



Sisäpihan sisäänkäynti väestönsuojaan



Väestönsuojan koneisto



Väestönsuojan opaste

8.1 Civil defence shelter maintenance.

The civil defence shelter and the civil protection equipment and supplies are kept in such condition that deploying the civil defence shelter is possible within 72 hours. The shelter facilities may also be used for other purposes, provided that deploying the civil defence shelter is possible within the above time frame. Use of the civil defence shelter under normal conditions must not damage or prevent the inspection or tightness test of the facilities. Items and substances that can make the facilities dirty cannot be stored in the civil defence shelter, and the shelter's surrounding structures must not be penetrated. Protective doors and hatches and ventilation equipment may not be removed, and the ventilation equipment must not be used under normal conditions. A door may be installed into a doorway intended for a protective door. Part of the civil defence shelter should be kept vacant under normal conditions as well, in case an unexpected need to take shelter arises.

The following should also be taken into consideration:

- The owner and holder of the civil defence shelter will ensure that the shelter and its equipment and supplies are kept in good operating condition, and that proper maintenance and inspection is arranged for them.
- A designated person will ensure that inspections and tightness tests are performed on the civil defence shelter and that the shelter's doors, hatches, tightness, ventilation and electrical equipment and sewage system are inspected annually in accordance with the manufacturer's instructions.
- In order to ensure that the civil defence shelter's equipment is in working order, the shelters must go through inspection and maintenance at least every ten years, unless otherwise instructed by the manufacturer.
- In the inspection record made during a maintenance inspection of the shelter's equipment, entries must be made for each individual item inspected. The inspection record must be presented to the rescue authorities upon their request.
- The owner and holder of the property is responsible for ensuring that the civil defence shelter has all the supplies needed to deploy the shelter. Such supplies include potable water tanks, waste containers and a dry toilet.



8.2 Civil defence shelter repairs in preparation of a transition to enhanced civil protection activities

- People who convene in the civil defence shelter choose from among themselves a supervisor, who will be responsible for fixing up the shelter. The supervisor will also be responsible for public order, cleanliness and discipline in the shelter.
- The site's residents will remove any items that have been stored or have otherwise accumulated in the civil defence shelter before occupying the facilities. As a rule, the items stored in the civil defence shelter will be taken to the apartments.
- A deployment plan for fixing up the civil defence shelter for use under exceptional circumstances can be found inside the shelter. Instructions on how to operate the civil defence shelter's ventilation machine can be found next to the unit. Tools to facilitate the commissioning of the ventilation unit can be found under the protective cover of the ventilation machine. The maintenance handbook for an S1 category civil defence shelter and its devices is appended to the rescue plan. The maintenance handbook contains further information on fixing up the civil defence shelter for use and how to operate the ventilation machine in various situations. The basic instructions for operating the ventilation machine start from page 37.
- Once the civil defence shelter has been emptied, dismantle the temporary structures and remove them from the shelter.
- Check, lubricate and service the hinges, latches and other parts of the civil defence shelter's doors and hatches.
- Check and install seals on the doors according to the instructions.
- Check the condition and usability of the emergency exit and hatch. Check the hatch also by going outside the building. The hatch may be covered in soil.
- Distribute dry toilets (15 plastic bags per toilet) to the designated toilet facilities. Separate the toilet facilities with curtains or sheets of plywood. The number of toilet facilities should be one per each 20m².
- Check the condition of all the water supply, heating pipe and sewer valves by fully opening and fully closing the valves.
- Clean the spare water tanks and fill them up. While doing this, also ensure that all the hoses and other supplies are in place. Erect the portable shower stalls and test them. At least 50 litres of water should be reserved per each square metre of the civil defence shelter's floor area, e.g. 50 x 80 = 4,000 litres (or 30 litres per person).
- Clean the floor drains and test them by pouring water down the drains. Attention! The drains have a shut-off valve.
- Check the pressure relief valves and lubricate the valve joints.
- Close the ventilation openings that are used under normal conditions by installing protective covers and seals.
- Check the condition of the pressure valves from outside the civil defence shelter.
- Clean the ventilation system's shafts and filters.
- Check all the pipes, joints and equipment related to the ventilation system. Special filters are to be installed in accordance with the device's user manual only on the basis of the authorities' guidelines. The time of use is determined by the authorities, so choose the correct mode



of use from the manual before commissioning the device!

- Check the condition of the drain valves by fully opening and fully closing the valves.
- Check the overpressure meter for the following information: the amount of fluid, open position of the pipe, gauge reading at zero, and reserve fluid (dyed fuel oil).
- Test the sensitivity of the air flow meter by using the meter.
- Check the pressure inside the civil defence shelter; the pressure test should be carried out in accordance with the equipment supplier's instructions. Testing the pressure ensures that adequate overpressure can be achieved inside the civil defence shelter, and that the shelter does not leak too much air out.
- Check that telephones work inside the civil defence shelter, as well as the shelter's antenna, fuses for electrical equipment, lamps, spare batteries, spare light bulbs, spare fuses, switches, power points, etc. The civil defence shelter may have its own telephone line or an amplifier for ensuring that the residents' phones will work inside the shelter.
- Bring to the civil defence shelter all the supplies required for civil defence shelters.
- Divide the civil defence shelter into separate spaces for living and activities in accordance with a predefined plan. Each person staying the civil defence shelter must have a designated living space where they can bring and keep their personal stuff, medicines, iodine tablets and preserved foods.
- Civil defence shelters usually have seating, tables and beds for approximately one third of the people who occupy the shelter. If necessary, the shelter will be equipped with personal items.
- In addition, the people who convene in the civil defence shelter will acquire equipment and supplies that will enable staying in the shelter for longer periods of time (e.g. items to help pass the time).
- Check the condition of spare lighting.
- Install signs that show the way to the civil defence shelter along the walkways and corridors.



9 Storage

Storing various items can cause a risk of a fire or the risk of a fire spreading, prevent exiting safely during an emergency, or make it more difficult to extinguish the fire. For this reason, you must always handle flammable substances according to their user instructions. **Storage of inflammable substances in the storage spaces of the apartments is prohibited. The building's exit routes must always be kept clear and unobstructed.**

- Apartments and their balconies, terraces and similar spaces
 - No unnecessary items should be stored inside the apartments.
- Exit routes, staircases, internal corridors and access to storage facilities
 - No storage of any kind is allowed.
- Under the buildings or in their vicinity
 - Do not keep any inflammable material or other items next to the building's walls, such as waste bins, piles of waste cardboard and wooden pallets

Note:

If uncertain, please always contact the local fire inspector

10 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Home storage supplies



Appendix A How to use a small fire extinguisher

The resident is responsible for acquiring extinguishing equipment for the apartment.

A.1 Extinguishers

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder's running.
- Remove the safety pin.
- Approach the fire from the direction of the wind.
- If you are indoors, approach low on the floor, as this will improve the visibility.
- Take a hold of the extinguisher's hose from the end and direct the extinguishing substance at the base of the flames, don't cut through them.
- Start extinguishing from the front and continue towards the back, or from bottom to top.
- Extinguishing can be improved with a back and forth motion.
- The whole area that is burning must be covered in the extinguisher cloud.
- After the flames are extinguished the extinguishing can be stopped.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

A.2 Extinguishing blankets

- Take a hold of the corners of the blanket and protect your hands by placing them inside the blanket.
- Step on the blanket with your foot; this will prevent the flames from getting to your face.
- If you are outside, approach the fire from the direction of the wind.
- Extend your arms straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure that the fire is extinguished.
- Protect yourself while lifting the blanket as the fire can re-ignite.
- Make sure once more that the fire is extinguished.



Appendix B Home storage supplies

Home storage supplies are a part of a housing company's residents' independent protection. Surprising circumstances are easier to overcome when you have a home storage supply at home. Home storage supply means those food and other daily goods that are stocked up on more than normally needed in weekly/monthly use. The home storage supply should last for several days, even a week. The home storage supply consists of everyday groceries and items, which are stocked up on as they are used up. This way the groceries and other items stay fresh and usable.

A situation where you cannot get to the store can surprise you for many reasons. A person living alone can get sick and is not able to go shopping or a member of the family can fall sick. The wider society is vulnerable as well; there can be a strike, traffic connections may break down, or there might be a wider disturbance in the electricity grid. There can be an accident which closes the stores or prevents you from going outside. Additionally, distribution disturbances can prevent goods from getting to the stores as well as getting items from the store.

Each family has their own kind of home reserves consisting of usual groceries. The contents of the home reserves can differ based on the household's food preferences and also include containers for storing water, medicine, iodine tablets, as well as household-specific necessities. The home reserves should last at least a week, preferably two – home reserves are continuously used and restocked continuously.

The home reserves also include essential supplies, of which there must be a supply for the same period as in the case of food. These are, amongst others, personal medication, hygiene products, nappies, a battery-powered radio, an electric flashlight and batteries.